

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



California Interagency Incident Finance Advisors Charter

Authorization

The California Interagency Incident Finance Advisors (CIIFA) members are authorized by each of their respective agencies and work under the authority of the California Wildland Coordinating Group (CWCG).

Mission Statement

The CIIFA is established as a joint interagency working group to develop strategies and processes to improve interagency consistency and capacity in the areas of cost share, reimbursement, and fiscal efficiency.

Purpose

1. Provide a joint agency working group comprised of representatives from agencies with wildland suppression responsibility.
2. Provide a working group with technical, administrative, and fire line experience in addition to cost analysis capabilities.
3. Provide staff work to the California Wildland Coordinating Group (CWCG) such as detailed analyses, systems development, drafting of policy, and training presentation.
4. Serve as an advisory group providing oversight and assistance for business management administrative issues to support centers including the California Multi-Agency Coordination Group (CALMAC) and cost share fires.
5. Identify fire finance issues and recommend solutions to CWCG.
6. Negotiate and recommend cost share agreements on support centers.
7. Process billings and/or payments resulting from settlements.
8. Develop and present joint agency training until such training is formalized under normal agency training functions.
9. Serve as a source of staff support for CWCG on administrative issues identified by CWCG.

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10. Provide support during a siege such as working with CALMAC to provide technical assistance on cost sharing, support centers, and various orders, formulate cost share data for development of a cost share agreement, implement a travel team to provide oversight and assistance to finance, rotate between the various cost share incidents and support centers to assure consistency between all agreements, and as directed, prepare a letter providing direction on cost share agreements.

Membership

The California Interagency Incident Financial Advisors (CIIFA) will be made up of representatives from the following:

- (1) California Department of Forestry and Fire Protection (CAL FIRE)
- (2) Association of Contract Counties
- (3) Bureau of Indian Affairs, Pacific Region (BIA)
- (4) United States Forest Service, Pacific Southwest Region (USFS)
- (5) Fish and Wildlife Service, Pacific Southwest Region (FWS)
- (6) National Park Service, Pacific West Region (NPS)
- (7) Bureau of Land Management, California (BLM)
- (8) California Emergency Management Agency (CAL EMA)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed. The members will coordinate recommendations with the California Wildland Fire Coordinating Group (CWCG).

A representative from the CWCG will serve as a liaison to CIIFA.

Chair and Vice Chair

A Chair and Vice Chair serve on a one-year rotational basis and follow the order of the membership roster as outlined above. The Vice Chair will succeed the Chair. In the event a vacancy should occur at either the Chair or Vice Chair positions, the rotation order will move up to fill the vacancy.

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Meetings

The CIIFA will meet annually as outlined in the "Cooperative Incident Billing Procedures" Guidelines and have additional meetings as needed.

An agenda will be developed by the Chair. Agendas and action items requiring CIIFA decisions are to be distributed to the membership and the CWCG liaison prior to each meeting.

As per CWCG direction, minutes of the meeting, key decisions, and action items will be documented and distributed to CWCG. Minutes of each meeting will be kept and copies will be posted on the CWCG website under Standing Committees, CIIFA Group.

Expenses

The costs of salary, travel, per diem, and operating expenses for CIIFA will be borne by the member's agency.


Chairperson


Date